



HOUSING RESOURCES, INC.
JOB POSTING

There are two (2) positions available:

1. One Full Time Resident Support Staff
2. One Part Time Resident Support Staff

Job Title: Resident Support Staff

Description:

The Resident Support Staff is responsible for assisting with the general operation of the Eleanor House facility. These activities are to be accomplished within the framework of established policies and procedures, under the overall direction of the Eleanor House Manager and Program Director.

PRINCIPAL ACCOUNTABILITIES:

1. Provide consistent coverage for assigned shifts, working with the team and independently to complete all shift tasks.
2. Respond to the needs of callers and visitors by providing screening and/or other resources and responses and directing to appropriate staff, taking messages as necessary
3. Assists families with other agency in staff in exiting the shelter with the shortest stay possible exiting into permanent housing.
4. Clean and ensure that all rooms are in working order prior to new residents' entering vacant room.
5. Monitors shelter and residents, assists residents of the shelter with questions and needs.
6. Maintains shelter according to all agency policies and procedures and funding regulations and requirements.
7. Enforces shelter policies and follows all agency policies and procedures.
8. Monitor and maintain building safety and security.

POSITION SPECIFICATIONS/SCOPE:

MINIMUM EDUCATION/EXPERIENCE REQUIRED:

High school diploma/GED required. Human services experience preferred.

KNOWLEDGE, SKILLS AND ABILITIES:

- High task orientation and ability to work with and through other people as part of a team while also performing responsibilities independently.
- Maintain an energetic approach and have a strong work ethic
- Ability to work effectively with diverse populations
- Ability to maintain a compassionate and professional manner.

- Professional work and punctuality habits are necessary to accomplish organizational goals.
- Must maintain confidentiality and can establish and maintain professional boundaries in working with clients.
- Ability to assess emergency situations and respond effectively.
- Maintain a valid driver's license and have reliable personal transportation.

Hours:

Full Time Position:

Monday thru Friday: 2:00pm to 10:00pm

Part Time Position:

2nd & 4th Weekend of the Month
3:00pm - 11:00pm

Compensation:

\$10.00 hr.

This is a non-exempt position.

To apply, please submit a cover letter and resume via email to
jbeach@housingresourcesinc.org.